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ABSTRACT

Developed through a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives in Ohio, this document is a comprehensive and verified employer competency profile for meat processing occupations. The list contains units (with and without subunits), competencies, and competency builders that identify the skills needed to enter these occupations. The occupational, academic, and employability skills for this occupation or occupational area are included. Within the outline are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items identify the knowledge, skills, and attitudes needed to advance in the occupation; futuring items identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation 3 to 4 years from now. This profile contains 18 units: general safety precautions; sanitation; meat processing industry; livestock purchasing; slaughtering; carcass grading; wholesale cutting; retail beef cutting; retail pork cutting; retail veal and beef-calf cutting; retail lamb and mutton cutting; miscellaneous meat merchandising; tools and equipment; customer service; marketing; product handling; business management; and employability skills. (NLA)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

MEAT PROCESSOR

ED345064

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Employer Verification Panel

Timothy W. Butts, *Cub Foods*, Dublin, Ohio

David Cottrell, *Marshallville Packing Co.*, Marshallville, Ohio

Dick & Judy Ebersole, *DEE-JAYS Processing*, Fredericktown, Ohio

George Fullard, *Country Custom Meats Inc.*, Medina, Ohio

Gary Hasselbach, *Hasselbach Meats Inc.*, Fremont, Ohio

Fred Niewierski, *Buehler's Food Markets*, Orrville, Ohio

Bill Perfect, *Freez-Lock Food Service*, Johnstown, Ohio

Thomas M. Routh, *J. H. Routh Packing Co.*, Sandusky, Ohio

Michael L. Winner, *Winner's Meat Farm*, Greenville, Ohio

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Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment
THE OHIO STATE UNIVERSITY

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic*, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

***Academic competencies have not been identified for all OCAPs. At a later date math, communication, and science competencies will be released.**

The **Employability Skills** portion of this list was verified by the following employer panel:

Gary J. Corrigan, *Dana Corporation*, Ottawa Lake, Michigan
David Crooks, *Bowling Green State University Union Food Service*, Bowling Green, Ohio
Pat Doerman, *Farrow's Harley-Davidson*, Columbus, Ohio
William Gockenbach, *Kaiser Aluminum*, Heath, Ohio
Patsy Hathaway, *CBS Personnel Services, Inc.*, Dayton, Ohio
Marlyn Harman, *Marlyn Harman & Associates*, Cleveland, Ohio
Thomas R. Hyldahl, *Toledo Edison*, Toledo, Ohio
Carol C. James, *Ohio Contractors Association*, Columbus, Ohio
James Mack, *Chrysler Jeep Assembly*, Toledo, Ohio
Rocky McCoy, *Ironton-Lawrence Co. Community Action Organization*, Ironton, Ohio
James Needs, *Independent Crop Producer*, Upper Sandusky, Ohio
Ronald Simmons, *Former GM Executive*, Warren Ohio

Ohio Competency Analysis Profile
Meat Processor

Unit 1: General Safety Precautions

Competency 1.0.1: Maintain safe work environment

Competency Builders:

1.0.1.1 Read and follow safety information (e.g., employee handbook)
1.0.1.2 Organize and maintain clean and safe work area
1.0.1.3 Identify hazardous materials and location of material safety data sheets (MSDSs)
1.0.1.4 Comply with shop and equipment safety rules
1.0.1.5 Complete accident report
1.0.1.6 Recognize environmental issues pertaining to industry, health administration, Environmental Protection Agency (EPA), Food and Drug Administration (FDA), and state and federal regulations
1.0.1.7 Identify classes of fires
1.0.1.8 Describe methods of extinguishing fires
1.0.1.9 Identify and report safety hazards to appropriate person(s)
1.0.1.10 Identify appropriate action to be taken in emergency situations
1.0.1.11 Identify emergency exits
1.0.1.12 Identify importance of using safety devices

Competency 1.0.2: Demonstrate safe work habits

Competency Builders:

1.0.2.1 Read and follow label information
1.0.2.2 Wear protective clothing and equipment
1.0.2.3 Comply with personal hygiene requirements (e.g., wear hair net and head covering)
1.0.2.4 Use safe lifting and carrying methods
1.0.2.5 Interpret information on signs
1.0.2.6 Observe safety precautions when using chemicals
1.0.2.7 Observe safety precautions when storing chemicals
1.0.2.8 Follow personal cleanup procedures after handling chemicals
1.0.2.9 Dispose of chemicals and chemical containers according to manual specifications and/or government regulations

* Advancing
** Futuring

Competency 1.0.3: Operate and maintain equipment

Competency Builders:

1.0.3.1 Follow safety rules for equipment operation and maintenance
1.0.3.2 Observe and comply with safety zones around equipment
1.0.3.3 Operate equipment defensively
1.0.3.4 Interpret safety symbols
1.0.3.5 Maintain safety shields on all equipment
1.0.3.6 Shut down and lock out/tag out power equipment before servicing
1.0.3.7 Identify and report potential equipment safety hazards

Unit 2: Sanitation

Competency 2.0.1: Clean and sanitize facility

Competency Builders:

2.0.1.1 Follow general safety precautions
2.0.1.2 Identify equipment/areas to be cleaned
2.0.1.3 Remove edible products
2.0.1.4 Remove debris
2.0.1.5 Disassemble equipment
2.0.1.6 Rinse equipment
2.0.1.7 Select proper cleaning agent(s)
2.0.1.8 Select proper sanitizing agent(s)
2.0.1.9 Soak equipment
2.0.1.10 Apply soap (degreaser)
2.0.1.11 Brush or scrub equipment/area
2.0.1.12 Rinse equipment/area
2.0.1.13 Sanitize equipment/area
2.0.1.14 Oil equipment/area as needed
2.0.1.15 Follow pre-cleanup and post-cleanup inspection procedures

Competency 2.0.2: Identify methods of testing for bacteria*

Competency Builders:

2.0.2.1 Follow general safety and sanitation precautions*
2.0.2.2 Identify equipment/area to be tested*
2.0.2.3 Identify appropriate testing equipment*
2.0.2.4 Follow correct testing procedures*
2.0.2.5 Interpret results of test*
2.0.2.6 Identify appropriate corrective action*
2.0.2.7 Identify procedures for product testing*

Unit 3: Meat Processing Industry

Competency 3.0.1: Evaluate economic aspects

Competency Builders:

3.0.1.1 Describe regulatory groups (e.g., United States Department of Agriculture [USDA], Ohio Department of Agriculture [ODA], Environmental Protection Agency [EPA], Occupational Safety and Health Administration [OSHA])
3.0.1.2 Identify state licensing requirements
3.0.1.3 Describe consumer purchase trends
3.0.1.4 List factors affecting consumption
3.0.1.5 Discuss industry trends
3.0.1.6 Interpret local, state, and federal inspection requirements
3.0.1.7 Identify supportive industry organizations (e.g., Farm Bureau, Beef Council)
3.0.1.8 Identify trade organizations (e.g., Ohio Association of Meat Processors, Ohio Meat Industries Association)

Competency 3.0.2: Assess employment opportunities

Competency Builders:

3.0.2.1 Identify employment opportunities within meat processing industry
3.0.2.2 Identify continuing education/training opportunities
3.0.2.3 Identify trade journals

Unit 4: Livestock Purchasing*

Competency 4.0.1: Inspect animals*

Competency Builders:

4.0.1.1 Follow general safety precautions*
4.0.1.2 Examine animals for disease symptoms*
4.0.1.3 Examine animals for injuries*
4.0.1.4 Identify parasites*
4.0.1.5 Identify state licensing requirements*

Competency 4.0.2: Select market beef and lamb*

Competency Builders:

4.0.2.1 Follow general safety precautions*
4.0.2.2 Evaluate muscling*
4.0.2.3 Evaluate size*
4.0.2.4 Evaluate finish*
4.0.2.5 Estimate expected carcass desirability*
4.0.2.6 Determine market class*
4.0.2.7 Determine market weight*
4.0.2.8 Determine market grade*

* Advancing
** Futuring

Competency 4.0.3: Select market hogs*

Competency Builders:

4.0.3.1 Follow general safety precautions*
4.0.3.2 Evaluate muscling*
4.0.3.3 Evaluate size*
4.0.3.4 Evaluate finish*
4.0.3.5 Estimate expected carcass desirability*
4.0.3.6 Determine market class*
4.0.3.7 Determine market weight*
4.0.3.8 Determine market grade*
4.0.3.9 Identify alternative methods of evaluation (e.g., Sonaray)*

Competency 4.0.4: Select live poultry*

Competency Builders:

4.0.4.1 Follow general safety precautions*
4.0.4.2 Identify physical characteristics*
4.0.4.3 Determine market grades*
4.0.4.4 Evaluate birds' health*
4.0.4.5 Examine general conformation*
4.0.4.6 Check fleshing*
4.0.4.7 Check fat covering*
4.0.4.8 Examine birds for injuries*

Unit 5: Slaughtering

Competency 5.0.1: Handle livestock

Competency Builders:

5.0.1.1 Follow strict safety precautions
5.0.1.2 Identify correct and humane handling procedures
5.0.1.3 Identify animal welfare issues
5.0.1.4 Clean watering equipment
5.0.1.5 Water animals
5.0.1.6 Feed animals as appropriate
5.0.1.7 Weigh animals
5.0.1.8 Clean holding pens
5.0.1.9 Dispose of dead animals

Competency 5.0.2: Kill livestock

Competency Builders:

5.0.2.1 Follow strict safety precautions
5.0.2.2 Stun animal
5.0.2.3 Shackle animal with extreme care
5.0.2.4 Bleed animal

Competency 5.0.3: Prepare beef/sheep carcass

Competency Builders:

5.0.3.1 Follow general safety precautions
5.0.3.2 Remove head
5.0.3.3 Tie off weasand and esophagus
5.0.3.4 Remove feet
5.0.3.5 Skin animal
5.0.3.6 Eviscerate carcass
5.0.3.7 Empty paunch
5.0.3.8 Wash carcass
5.0.3.9 Split carcass
5.0.3.10 Shroud carcass
5.0.3.11 Salvage offals (e.g., heart, liver)

Competency 5.0.4: Prepare hog carcass

Competency Builders:

5.0.4.1 Follow general safety precautions
5.0.4.2 Dehair or skin carcass
5.0.4.3 Singe and polish carcass
5.0.4.4 Remove head
5.0.4.5 Eviscerate carcass
5.0.4.6 Split carcass
5.0.4.7 Salvage offals (e.g., heart, liver)

Unit 6: Carcass Grading

Competency 6.0.1: Examine carcasses

Competency Builders:

6.0.1.1 Follow general safety precautions
6.0.1.2 Check weight
6.0.1.3 Check temperature
6.0.1.4 Identify forms of United States Department of Agriculture (USDA) identification
6.0.1.5 Identify forms of local and state identification

Competency 6.0.2: Grade beef and veal carcasses*

Competency Builders:

6.0.2.1 Follow general safety precautions*
6.0.2.2 Classify according to age*
6.0.2.3 Classify according to sex*
6.0.2.4 Observe conformation*
6.0.2.5 Determine quality*
6.0.2.6 Determine yield grade*
6.0.2.7 Determine maturity*

* Advancing
** Futuring

Competency 6.0.3: Grade pork carcasses*

Competency Builders:

6.0.3.1 Follow general safety precautions*
6.0.3.2 Classify according to age*
6.0.3.3 Classify according to sex*
6.0.3.4 Determine expected yield of four lean cuts*
6.0.3.5 Determine quality*
6.0.3.6 Determine finish*
6.0.3.7 Evaluate muscular development*
6.0.3.8 Identify alternative methods of determining expected lean cut yield (e.g., Fat-o-meter)*

Competency 6.0.4: Grade lamb and mutton carcasses*

Competency Builders:

6.0.4.1 Follow general safety precautions*
6.0.4.2 Determine cutability*
6.0.4.3 Determine finish*
6.0.4.4 Determine muscle development*
6.0.4.5 Determine quality*
6.0.4.6 Determine maturity*
6.0.4.7 Determine yield grade*

Competency 6.0.5: Grade dressed poultry*

Competency Builders:

6.0.5.1 Follow general safety precautions*
6.0.5.2 Classify according to species*
6.0.5.3 Classify according to sex*
6.0.5.4 Classify according to age*
6.0.5.5 Check carcass for undesirable conditions*
6.0.5.6 Check fleshing*
6.0.5.7 Check fat covering*
6.0.5.8 Check for bodily damage*
6.0.5.9 Evaluate carcass quality*

Unit 7: Wholesale Cutting

Competency 7.0.1: Locate wholesale cuts

Competency Builders:

7.0.1.1 Follow general safety precautions
7.0.1.2 Determine species
7.0.1.3 Recognize bone structure of carcass(es)
7.0.1.4 Recognize muscle structure of carcass(es)

Competency 7.0.2: Cut beef carcass (hanging)

Competency Builders:

7.0.2.1 Follow general safety precautions
7.0.2.2 Break beef forequarter
7.0.2.3 Separate chuck
7.0.2.4 Separate rib
7.0.2.5 Separate brisket
7.0.2.6 Separate short plate
7.0.2.7 Break hindquarter
7.0.2.8 Separate flank
7.0.2.9 Separate round
7.0.2.10 Separate loin
7.0.2.11 Separate shank

Competency 7.0.3: Box beef carcass

Competency Builders:

7.0.3.1 Follow general safety precautions
7.0.3.2 Identify forequarter cuts (i.e., chuck, rib, plate, brisket)
7.0.3.3 Identify hindquarter cuts (i.e., round, loin, flank)

Competency 7.0.4: Cut pork carcass

Competency Builders:

7.0.4.1 Follow general safety precautions
7.0.4.2 Remove shoulder
7.0.4.3 Remove neckbone
7.0.4.4 Remove jowl
7.0.4.5 Remove front feet
7.0.4.6 Separate Boston butt and picnic
7.0.4.7 Trim Boston butt and picnic
7.0.4.8 Remove ham
7.0.4.9 Remove tail
7.0.4.10 Remove hind feet
7.0.4.11 Trim ham
7.0.4.12 Bone ham
7.0.4.13 Remove loin
7.0.4.14 Trim loin
7.0.4.15 Bone loin
7.0.4.16 Remove rib
7.0.4.17 Separate backfat and belly
7.0.4.18 Trim belly

* Advancing
** Futuring

Competency 7.0.5: Cut veal carcass

Competency Builders:

7.0.5.1 Follow general safety precautions
7.0.5.2 Cut foresaddle
7.0.5.3 Cut hind saddle
7.0.5.4 Cut long saddle
7.0.5.5 Remove shoulder
7.0.5.6 Remove foreshank
7.0.5.7 Remove breast
7.0.5.8 Remove rack
7.0.5.9 Remove flank
7.0.5.10 Remove loin
7.0.5.11 Remove leg

Competency 7.0.6: Cut lamb and mutton carcasses

Competency Builders:

7.0.6.1 Follow general safety precautions
7.0.6.2 Cut foresaddle
7.0.6.3 Cut hind saddle
7.0.6.4 Cut long saddle
7.0.6.5 Remove lower hind shank
7.0.6.6 Remove upper foreshank
7.0.6.7 Remove shoulder
7.0.6.8 Remove foreshank
7.0.6.9 Remove breast
7.0.6.10 Remove rack
7.0.6.11 Remove loin
7.0.6.12 Remove leg

Unit 8: Retail Beef Cutting

Competency 8.0.1: Locate beef cuts

Competency Builders:

8.0.1.1 Follow general safety and sanitation precautions
8.0.1.2 Recognize bone structure of wholesale cuts
8.0.1.3 Recognize muscle structure of wholesale cuts
8.0.1.4 Identify box cuts at the retail level

Competency 8.0.2: Merchandise chuck cuts

Competency Builders:

8.0.2.1 Follow general safety and sanitation precautions
8.0.2.2 Cut bone-in chuck roast
8.0.2.3 Cut boneless chuck roast
8.0.2.4 Cut chuck blade roast
8.0.2.5 Cut chuck blade steaks
8.0.2.6 Cut chuck arm roast
8.0.2.7 Cut chuck arm steak

Competency 8.0.3: Merchandise shank cuts

Competency Builders:

8.0.3.1 Follow general safety and sanitation precautions
8.0.3.2 Cut foreshank
8.0.3.3 Cut hind shank
8.0.3.4 Prepare shank cross cuts

Competency 8.0.4: Merchandise brisket cuts

Competency Builders:

8.0.4.1 Follow general safety and sanitation precautions
8.0.4.2 Cut whole bone-in beef brisket
8.0.4.3 Prepare boneless fresh brisket
8.0.4.4 Prepare brisket for curing

Competency 8.0.5: Merchandise rib cuts

Competency Builders:

8.0.5.1 Follow general safety and sanitation precautions
8.0.5.2 Cut standing rib roast
8.0.5.3 Cut rib steaks
8.0.5.4 Cut boneless rib steaks
8.0.5.5 Cut ribeye roast
8.0.5.6 Cut ribeye steaks

Competency 8.0.6: Merchandise plate cuts

Competency Builders:

8.0.6.1 Follow general safety and sanitation precautions
8.0.6.2 Cut short ribs

Competency 8.0.7: Merchandise short loin cuts

Competency Builders:

8.0.7.1 Follow general safety and sanitation precautions
8.0.7.2 Cut club steaks
8.0.7.3 Cut T-bone steaks
8.0.7.4 Cut porterhouse steaks
8.0.7.5 Cut strip loin steaks
8.0.7.6 Cut tenderloin steaks

Competency 8.0.8: Merchandise flank cuts

Competency Builders:

8.0.8.1 Follow general safety and sanitation precautions
8.0.8.2 Cut flank steaks
8.0.8.3 Prepare rolled flank
8.0.8.4 Prepare flank meat

* Advancing
** Futuring

Competency 8.0.9: Merchandise sirloin cuts

Competency Builders:

8.0.9.1 Follow general safety and sanitation precautions
8.0.9.2 Cut pin bone sirloin steak
8.0.9.3 Cut flat bone sirloin steak
8.0.9.4 Cut wedge bone sirloin steak
8.0.9.5 Cut boneless sirloin steak
8.0.9.6 Cut cube steak

Competency 8.0.10: Merchandise round cuts

Competency Builders:

8.0.10.1 Follow general safety and sanitation precautions
8.0.10.2 Separate rump cuts
8.0.10.3 Cut heel of round
8.0.10.4 Cut top round steak
8.0.10.5 Cut bottom round steak
8.0.10.6 Cut round steak
8.0.10.7 Cut eye of round
8.0.10.8 Cut full beef round
8.0.10.9 Cut cube steaks
8.0.10.10 Prepare rolled rump
8.0.10.11 Prepare standing rump
8.0.10.12 Prepare sirloin tip

Competency 8.0.11: Merchandise beef variety meats

Competency Builders:

8.0.11.1 Follow general safety and sanitation precautions
8.0.11.2 Prepare heart
8.0.11.3 Prepare liver
8.0.11.4 Prepare tongue

Unit 9: Retail Pork Cutting

Competency 9.0.1: Locate pork cuts

Competency Builders:

9.0.1.1 Follow general safety and sanitation precautions
9.0.1.2 Recognize bone structure of wholesale cuts
9.0.1.3 Recognize muscle structure of wholesale cuts

Competency 9.0.2: Merchandise Boston butt cuts

Competency Builders:

9.0.2.1 Follow general safety and sanitation precautions
9.0.2.2 Cut blade steak
9.0.2.3 Prepare rolled Boston butt

Competency 9.0.3: Merchandise picnic cuts

Competency Builders:

9.0.3.1 Follow general safety and sanitation precautions
9.0.3.2 Prepare rolled fresh picnic
9.0.3.3 Cut arm roast
9.0.3.4 Cut arm steak
9.0.3.5 Cut fresh hocks

Competency 9.0.4: Merchandise belly cuts

Competency Builders:

9.0.4.1 Follow general safety and sanitation precautions
9.0.4.2 Cut fresh side pork
9.0.4.3 Slice slab bacon
9.0.4.4 Cut spare ribs

Competency 9.0.5: Merchandise loin cuts

Competency Builders:

9.0.5.1 Follow general safety and sanitation precautions
9.0.5.2 Cut blade roast
9.0.5.3 Cut blade steak
9.0.5.4 Prepare country-style ribs
9.0.5.5 Cut back rib
9.0.5.6 Cut center loin roast
9.0.5.7 Cut center loin chops
9.0.5.8 Cut rib chops
9.0.5.9 Cut butterfly chops
9.0.5.10 Prepare rolled loin roast
9.0.5.11 Cut sirloin roast
9.0.5.12 Cut sirloin chops
9.0.5.13 Cut tenderloin
9.0.5.14 Cut boneless center-cut roasts
9.0.5.15 Cut boneless center-cut chops

Competency 9.0.6: Merchandise ham cuts

Competency Builders:

9.0.6.1 Follow general safety and sanitation precautions
9.0.6.2 Cut smoked ham shank
9.0.6.3 Cut fresh ham steak
9.0.6.4 Cut smoked ham butt
9.0.6.5 Cut fresh ham butt
9.0.6.6 Cut smoked ham center slice
9.0.6.7 Cut fresh ham center slice
9.0.6.8 Prepare rolled fresh ham
9.0.6.9 Prepare smoked ham boneless roll
9.0.6.10 Prepare smoked ham semiboneless roll
9.0.6.11 Slice cooked boiled ham

* Advancing
** Futuring

Competency 9.0.7: Merchandise pork variety meats

Competency Builders:

9.0.7.1 Follow general safety and sanitation precautions
9.0.7.2 Prepare tongue
9.0.7.3 Prepare heart
9.0.7.4 Prepare liver

Unit 10: Retail Veal and Beef-Calf Cutting

Competency 10.0.1: Locate veal and beef-calf cuts

Competency Builders:

10.0.1.1 Follow general safety and sanitation precautions
10.0.1.2 Recognize bone structure of wholesale cuts
10.0.1.3 Recognize muscle structure of wholesale cuts

Competency 10.0.2: Merchandise shoulder cuts

Competency Builders:

10.0.2.1 Follow general safety and sanitation precautions
10.0.2.2 Cut arm roast
10.0.2.3 Cut arm steak
10.0.2.4 Prepare rolled shoulder
10.0.2.5 Cut neck
10.0.2.6 Cut blade steak
10.0.2.7 Cut blade roast

Competency 10.0.3: Merchandise breast cuts

Competency Builders:

10.0.3.1 Follow general safety and sanitation precautions
10.0.3.2 Debone whole veal breast
10.0.3.3 Cut riblets
10.0.3.4 Cut breast
10.0.3.5 Prepare stuffed breast
10.0.3.6 Prepare brisket roll

Competency 10.0.4: Merchandise rack cuts

Competency Builders:

10.0.4.1 Follow general safety and sanitation precautions
10.0.4.2 Cut rib roast
10.0.4.3 Cut crown roast
10.0.4.4 Cut rib chops
10.0.4.5 Cut frenched rib chops
10.0.4.6 Prepare stuffed chops

Competency 10.0.5: Merchandise loin cuts

Competency Builders:

10.0.5.1 Follow general safety and sanitation precautions
10.0.5.2 Cut loin roast
10.0.5.3 Cut loin chop
10.0.5.4 Cut kidney chops

Competency 10.0.6: Merchandise leg cuts

Competency Builders:

10.0.6.1 Follow general safety and sanitation precautions
10.0.6.2 Cut standing rump
10.0.6.3 Prepare rolled leg
10.0.6.4 Prepare boneless cutlets
10.0.6.5 Prepare rolled cutlets
10.0.6.6 Cut center leg
10.0.6.7 Cut round steak
10.0.6.8 Cut heel of round
10.0.6.9 Cut veal shank
10.0.6.10 Cut sirloin chops

Competency 10.0.7: Merchandise veal and beef-calf variety meats

Competency Builders:

10.0.7.1 Follow general safety and sanitation precautions
10.0.7.2 Prepare heart
10.0.7.3 Prepare liver
10.0.7.4 Prepare tongue

Unit 11: Retail Lamb and Mutton Cutting

Competency 11.0.1: Locate lamb and mutton cuts

Competency Builders:

11.0.1.1 Follow general safety and sanitation precautions
11.0.1.2 Recognize bone structure of wholesale cuts
11.0.1.3 Recognize muscle structure of wholesale cuts

Competency 11.0.2: Merchandise shoulder cuts

Competency Builders:

11.0.2.1 Follow general safety and sanitation precautions
11.0.2.2 Cut neck slices
11.0.2.3 Cut cushion shoulder
11.0.2.4 Prepare rolled shoulder
11.0.2.5 Cut blade chop
11.0.2.6 Cut square shoulder
11.0.2.7 Cut arm chop

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Competency 11.0.3: Merchandise breast cuts

Competency Builders:

11.0.3.1 Follow general safety and sanitation precautions
11.0.3.2 Prepare rolled breast
11.0.3.3 Cut breast
11.0.3.4 Cut riblets
11.0.3.5 Cut spareribs
11.0.3.6 Cut brisket pieces

Competency 11.0.4: Merchandise rack cuts

Competency Builders:

11.0.4.1 Follow general safety and sanitation precautions
11.0.4.2 Prepare rib roast
11.0.4.3 Cut crown roast
11.0.4.4 Cut rib chops
11.0.4.5 Cut french rib chops

Competency 11.0.5: Merchandise loin cuts

Competency Builders:

11.0.5.1 Follow general safety and sanitation precautions
11.0.5.2 Cut loin chops
11.0.5.3 Cut loin roast

Competency 11.0.6: Merchandise sirloin cuts

Competency Builders:

11.0.6.1 Follow general safety and sanitation precautions
11.0.6.2 Cut sirloin chop
11.0.6.3 Cut sirloin roast

Competency 11.0.7: Merchandise leg cuts

Competency Builders:

11.0.7.1 Follow general safety and sanitation precautions
11.0.7.2 Prepare rolled leg
11.0.7.3 Cut leg chop
11.0.7.4 Cut sirloin half of leg
11.0.7.5 Cut shank half of leg
11.0.7.6 Cut leg with sirloin on
11.0.7.7 Cut leg with sirloin off
11.0.7.8 Cut American leg
11.0.7.9 Cut French leg
11.0.7.10 Cut center leg
11.0.7.11 Cut hind shank
11.0.7.12 Cut foreshank

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Competency 11.0.8: Merchandise lamb variety meats

Competency Builders:

11.0.8.1 Follow general safety and sanitation precautions
11.0.8.2 Prepare heart
11.0.8.3 Prepare kidney
11.0.8.4 Prepare liver
11.0.8.5 Prepare tongue

Unit 12: Miscellaneous Meat Merchandising

Competency 12.0.1: Process meat cuts

Competency Builders:

12.0.1.1 Follow general safety precautions
12.0.1.2 Grind meat
12.0.1.3 Cut stew meat
12.0.1.4 Debone cut
12.0.1.5 Cube meat
12.0.1.6 Shape roast with string
12.0.1.7 Tenderize cuts
12.0.1.8 Slice meat cuts
12.0.1.9 Prepare meat loaf
12.0.1.10 Prepare meat patties
12.0.1.11 Prepare cube steak

Competency 12.0.2: Cure primal meat cuts

Competency Builders:

12.0.2.1 Follow general safety precautions
12.0.2.2 Identify curable meat cuts
12.0.2.3 Identify curing ingredients
12.0.2.4 Identify curing methods
12.0.2.5 Perform sweet pickle cure
12.0.2.6 Perform stitch pumping
12.0.2.7 Perform artery cure
12.0.2.8 Perform tumbling and/or massaging**
12.0.2.9 Prepare meat for smoking (e.g., net, shape)
12.0.2.10 Smoke poultry
12.0.2.11 Smoke meats

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Competency 12.0.3: Prepare sausages

Competency Builders:

12.0.3.1 Follow general safety and sanitation precautions
12.0.3.2 Describe sausages
12.0.3.3 Select sausage casings
12.0.3.4 Cut pieces of meat
12.0.3.5 Perform fat percentage test
12.0.3.6 Select spices and additives
12.0.3.7 Mix ingredients
12.0.3.8 Grind or emulsify sausage meat
12.0.3.9 Fill casing
12.0.3.10 Smoke or cook sausage as applicable

Unit 13: Tools and Equipment

Competency 13.0.1: Use hand and power tools

Competency Builders:

13.0.1.1 Follow general safety precautions
13.0.1.2 Follow operation instructions
13.0.1.3 Identify tools
13.0.1.4 Select tools
13.0.1.5 Set up and adjust tools
13.0.1.6 Use block scraper
13.0.1.7 Use electric and hand saws
13.0.1.8 Use knives and cleavers
13.0.1.9 Use meat hooks
13.0.1.10 Use rib trees
13.0.1.11 Sharpen knives
13.0.1.12 Use sharpening stones and steels
13.0.1.13 Operate automatic sharpening equipment

Competency 13.0.2: Operate equipment

Competency Builders:

13.0.2.1 Follow general safety precautions
13.0.2.2 Use automatic labeling machines
13.0.2.3 Use automatic wrapping and tying machines
13.0.2.4 Use cuber
13.0.2.5 Use cutting tables and blocks
13.0.2.6 Use grinder
13.0.2.7 Use meat tracks
13.0.2.8 Use patty maker
13.0.2.9 Use scales
13.0.2.10 Use rolling shelves
13.0.2.11 Use slicers
13.0.2.12 Use tenderizer

Unit 14: Customer Service

Competency 14.0.1: Perform customer relations activities*

Competency Builders:

14.0.1.1 Address customer complaints*
14.0.1.2 Overcome customer objections*
14.0.1.3 Follow up purchases and sales*
14.0.1.4 Resolve customer complaints*

Competency 14.0.2: Determine customer needs*

Competency Builders:

14.0.2.1 Interpret customer's item description*
14.0.2.2 Identify products available*
14.0.2.3 Estimate quantity of product needed*
14.0.2.4 Estimate total cost of product needed*
14.0.2.5 Recommend products*
14.0.2.6 Recommend alternate products*

Competency 14.0.3: Provide technical assistance*

Competency Builders:

14.0.3.1 Provide product information*
14.0.3.2 Interpret product labels*
14.0.3.3 Determine extent of guarantees*

Competency 14.0.4: Demonstrate presale skills*

Competency Builders:

14.0.4.1 Examine types of selling techniques*
14.0.4.2 Identify types of customers*
14.0.4.3 Recognize customer buying motives*
14.0.4.4 Recognize customer buying signals*

Competency 14.0.5: Conduct sale

Competency Builders:

14.0.5.1 Greet customers
14.0.5.2 Use questioning techniques
14.0.5.3 Use selling techniques
14.0.5.4 Use product demonstrations, exhibits, and displays
14.0.5.5 Process tax-exempt sales transaction
14.0.5.6 Process charge card sales transaction
14.0.5.7 Complete sales tickets
14.0.5.8 Complete sales slip
14.0.5.9 Compute taxes
14.0.5.10 Operate cash register
14.0.5.11 Receive telephone orders
14.0.5.12 Make change

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14.0.5.13 Process customer refund
14.0.5.14 Detect counterfeit money
14.0.5.15 Record sales information
14.0.5.16 Use computerized pricing systems
14.0.5.17 Use current price list(s)

Unit 15: Marketing

Competency 15.0.1: Market products*

Competency Builders:

15.0.1.1 Interpret meat marketing regulations*
15.0.1.2 Locate market information sources*
15.0.1.3 Determine when to market*
15.0.1.4 Identify target markets*
15.0.1.5 Identify potential buyers*
15.0.1.6 Identify distribution channels*
15.0.1.7 Analyze competition*
15.0.1.8 Develop marketing goals*

Competency 15.0.2: Advertise products and services*

Competency Builders:

15.0.2.1 Identify products and services to be presented*
15.0.2.2 Identify opportunities for publicity*
15.0.2.3 Identify types of advertising media*
15.0.2.4 Prepare advertising materials*

Competency 15.0.3: Display products

Competency Builders:

15.0.3.1 Arrange fresh meat displays
15.0.3.2 Set up self-service meat display
15.0.3.3 Prepare a tray pack for poultry
15.0.3.4 Group products
15.0.3.5 Post sales announcements
15.0.3.6 Monitor lighting and temperature of display case
15.0.3.7 Rotate products
15.0.3.8 Prepare product removal report*

Competency 15.0.4: Use and maintain price lists and catalogs*

Competency Builders:

15.0.4.1 Compare prices of similar products and services*
15.0.4.2 Determine material and service availability*
15.0.4.3 Keep product and service catalogs current*

Competency 15.0.5: Price merchandise*

Competency Builders:

15.0.5.1 Estimate fixed and variable expenses*
15.0.5.2 Calculate markup*
15.0.5.3 Calculate break-even point*
15.0.5.4 Compare pricing strategies*
15.0.5.5 Identify psychological effects of pricing*

Unit 16: Product Handling

Competency 16.0.1: Package products

Competency Builders:

16.0.1.1 Follow general safety precautions
16.0.1.2 Program scale
16.0.1.3 Weigh meats
16.0.1.4 Organize and rotate product(s)
16.0.1.5 Estimate weight of meats
16.0.1.6 Identify cross-cutting issues
16.0.1.7 Identify packaging materials
16.0.1.8 Identify packaging methods
16.0.1.9 Select packaging
16.0.1.10 Fill containers
16.0.1.11 Wrap packages
16.0.1.12 Identify packages for rewrapping
16.0.1.13 Seal packages
16.0.1.14 Label packages
16.0.1.15 Bag poultry
16.0.1.16 Pack precut parts

Competency 16.0.2: Store refrigerated/frozen products

Competency Builders:

16.0.2.1 Follow general safety precautions
16.0.2.2 Handle carcasses
16.0.2.3 Handle retail meat
16.0.2.4 Identify shrink and impact on profits
16.0.2.5 Monitor air circulation
16.0.2.6 Monitor temperature
16.0.2.7 Monitor humidity
16.0.2.8 Monitor lighting
16.0.2.9 Rotate meats
16.0.2.10 Quick-freeze meats
16.0.2.11 Identify storage life of fresh and frozen products
16.0.2.12 Recognize signs of meat spoilage
16.0.2.13 Recognize damaged products
16.0.2.14 Identify freezer burn

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Competency 16.0.3: Control dry goods inventory

Competency Builders:

16.0.3.1 Organize storage area
16.0.3.2 Conduct physical inventory
16.0.3.3 Identify high-activity and low-activity items
16.0.3.4 Maintain inventory records
16.0.3.5 Identify items to be ordered/reordered

Competency 16.0.4: Order dry good supplies*

Competency Builders:

16.0.4.1 Assess product seasonality*
16.0.4.2 Determine what to order*
16.0.4.3 Evaluate quality of available product*
16.0.4.4 Determine when to order*
16.0.4.5 Use vendor discounts*
16.0.4.6 Select vendors*
16.0.4.7 Determine amount of storage needed*
16.0.4.8 Determine quantity to order*

Competency 16.0.5: Receive shipments

Competency Builders:

16.0.5.1 Follow general safety precautions
16.0.5.2 Verify order
16.0.5.3 Unload items
16.0.5.4 Interpret packing slips and invoices
16.0.5.5 Check for shipping discrepancies
16.0.5.6 Inspect for damage
16.0.5.7 Check quality
16.0.5.8 Check weight
16.0.5.9 Check code dates
16.0.5.10 Distribute merchandise to designated location

Competency 16.0.6: Ship products

Competency Builders:

16.0.6.1 Follow general safety precautions
16.0.6.2 Record shipments
16.0.6.3 Assemble order
16.0.6.4 Verify order
16.0.6.5 Load products
16.0.6.6 Secure load
16.0.6.7 Prepare shipping documents*
16.0.6.8 Arrange delivery*
16.0.6.9 Determine delivery route*
16.0.6.10 Calculate shipping charges*
16.0.6.11 Comply with government regulations*

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Unit 17: Business Management*

Competency 17.0.1: Perform general office duties*

Competency Builders:

17.0.1.1 Duplicate materials*
17.0.1.2 File materials*
17.0.1.3 Process mail*
17.0.1.4 Prepare correspondence*
17.0.1.5 Prepare reports*
17.0.1.6 Plan work schedules*
17.0.1.7 Plan work day*
17.0.1.8 Use FAX machine*
17.0.1.9 Operate computer*
17.0.1.10 Interpret computer printouts*
17.0.1.11 Maintain service records*
17.0.1.12 Record invoice records*
17.0.1.13 Secure business documents*
17.0.1.14 Schedule appointments and meetings*
17.0.1.15 Open and close business facility*
17.0.1.16 Schedule work hours*

Competency 17.0.2: Manage business finance*

Competency Builders:

17.0.2.1 Prepare budget*
17.0.2.2 Calculate insurance needs*
17.0.2.3 Identify sources of business capital*
17.0.2.4 Interpret financial statements*
17.0.2.5 Record accounts payable*
17.0.2.6 Prepare cash flow statements*
17.0.2.7 Calculate overhead costs*
17.0.2.8 Calculate cost of processing*

Competency 17.0.3: Conduct general banking procedures*

Competency Builders:

17.0.3.1 Prepare funds for bank deposit*
17.0.3.2 Make bank deposit*
17.0.3.3 Write checks*
17.0.3.4 Endorse checks*
17.0.3.5 Balance bank statement*
17.0.3.6 Use automated tellers*

Competency 17.0.4: Keep customer accounts*

Competency Builders:

17.0.4.1 Set up customer file*
17.0.4.2 Post receipts*
17.0.4.3 Balance customer accounts*
17.0.4.4 Prepare statements*
17.0.4.5 Prepare invoices*
17.0.4.6 Check customer credit references*

Competency 17.0.5: Minimize theft*

Competency Builders:

17.0.5.1 Examine effect of theft on profit*
17.0.5.2 Identify potential loss situations*
17.0.5.3 Maintain organized work area*
17.0.5.4 Interpret laws regarding theft*

Unit 18: Employability Skills

Subunit 18.1: Career Development

Competency 18.1.1: Investigate career options

Competency Builders:

18.1.1.1 Determine interests and aptitudes
18.1.1.2 Identify career options
18.1.1.3 Research occupations matching interests and aptitudes
18.1.1.4 Select career(s) that best match(es) interests and aptitudes
18.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
18.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
18.1.1.7 Develop a career plan

Competency 18.1.2: Analyze potential barriers to employment

Competency Builders:

18.1.2.1 Identify common barriers to employment
18.1.2.2 Describe strategies to overcome employment barriers

Unit 18: Employability Skills
Subunit 18.2: Decision Making and Problem Solving

Competency 18.2.1: Apply decision-making techniques in the workplace

Competency Builders:

18.2.1.1 Identify the decision to be made
18.2.1.2 Compare alternatives
18.2.1.3 Determine consequences of each alternative
18.2.1.4 Make decisions based on values and goals
18.2.1.5 Evaluate the decision made

Competency 18.2.2: Apply problem-solving techniques in the workplace

Competency Builders:

18.2.2.1 Diagnose the problem and its causes
18.2.2.2 Identify alternatives and their consequences in relation to the problem
18.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
18.2.2.4 Utilize resources to explore possible solutions to the problem
18.2.2.5 Compare and contrast the advantages and disadvantages of each solution
18.2.2.6 Determine appropriate action
18.2.2.7 Evaluate results

Unit 18: Employability Skills
Subunit 18.3: Work Ethic

Competency 18.3.1: Evaluate the relationship of self-esteem to work ethic

Competency Builders:

18.3.1.1 Identify special characteristics and abilities in self and others
18.3.1.2 Identify internal and external factors that affect self-esteem

Competency 18.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

Competency Builders:

18.3.2.1 Distinguish between values and goals
18.3.2.2 Determine the importance of values and goals
18.3.2.3 Evaluate how values affect goals
18.3.2.4 Identify short-term and long-term goals
18.3.2.5 Prioritize personal goals
18.3.2.6 Describe how personal values are reflected in work ethic
18.3.2.7 Describe how interactions in the workplace affect personal work ethic
18.3.2.8 Examine how life changes affect personal work ethic

Competency 18.3.3: Demonstrate work ethic

Competency Builders:

18.3.3.1 Examine factors that influence work ethic
18.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

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Unit 18: Employability Skills
Subunit 18.4: Job-Seeking Skills

Competency 18.4.1: Prepare for employment

Competency Builders:

18.4.1.1 Identify traditional and nontraditional employment sources
18.4.1.2 Utilize employment sources
18.4.1.3 Research job opportunities, including nontraditional careers
18.4.1.4 Interpret equal employment opportunity laws
18.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
18.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

Competency 18.4.2: Design a résumé

Competency Builders:

18.4.2.1 Identify personal strengths and weaknesses
18.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
18.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
18.4.2.4 Complete résumé using various formats
18.4.2.5 Secure references

Competency 18.4.3: Complete and process job application forms

Competency Builders:

18.4.3.1 Explain the importance of an application form
18.4.3.2 Identify ways to obtain job application forms
18.4.3.3 Describe methods for handling illegal questions on job application forms
18.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
18.4.3.5 Return application to proper person, request interview, and follow up

Competency 18.4.4: Demonstrate interviewing skills

Competency Builders:

18.4.4.1 Investigate interview environment and procedures
18.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
18.4.4.3 Demonstrate question and answer techniques
18.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

Competency 18.4.5: Secure employment

Competency Builders:

18.4.5.1 Identify present and future employment opportunities within an occupation/organization
18.4.5.2 Research the organization/company
18.4.5.3 Use follow-up techniques to enhance employment potential
18.4.5.4 Compare and evaluate job offers

Unit 18: Employability Skills
Subunit 18.5: Job Retention Skills

Competency 18.5.1: Analyze the organizational structure of the workplace

Competency Builders:

18.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
18.5.1.2 Be aware of and obey all company policies and procedures
18.5.1.3 Examine the role/relationship between employee and employer
18.5.1.4 Recognize opportunities for advancement and reasons for termination

Competency 18.5.2: Maintain positive relations with others

Competency Builders:

18.5.2.1 Exhibit appropriate work habits and attitude
18.5.2.2 Identify behaviors to establish successful working relationships
18.5.2.3 Cooperate and compromise through teamwork and group participation
18.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

Unit 18: Employability Skills
Subunit 18.6: Job Advancement

Competency 18.6.1: Analyze opportunities for personal and career growth

Competency Builders:

18.6.1.1 Determine opportunities within an occupation/organization
18.6.1.2 Compare and contrast other opportunities
18.6.1.3 List benefits of job advancement
18.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

Competency 18.6.2: Exhibit characteristics needed for advancement

Competency Builders:

18.6.2.1 Display a positive attitude
18.6.2.2 Demonstrate knowledge of a position
18.6.2.3 Perform quality work
18.6.2.4 Adapt to changing situations and technology
18.6.2.5 Demonstrate capability for different positions
18.6.2.6 Participate in continuing education/training programs
18.6.2.7 Respect, accept, and work with ALL individuals in the workplace

Unit 18: Employability Skills
Subunit 18.7: Technology in the Workplace

Competency 18.7.1: Assess the impact of technology in the workplace

Competency Builders:

18.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
18.7.1.2 Investigate the use of technology in the workplace
18.7.1.3 Analyze how present skills can be applied to learning new technologies

Competency 18.7.2: Use a variety of technological applications

Competency Builders:

18.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
18.7.2.2 Use technology to accomplish assigned tasks
18.7.2.3 Create solutions to problems using technical means

Unit 18: Employability Skills
Subunit 18.8: Lifelong Learning

Competency 18.8.1: Apply lifelong learning to individual situations

Competency Builders:

18.8.1.1 Define lifelong learning
18.8.1.2 Identify factors that cause the need for lifelong learning

Competency 18.8.2: Adapt to change

Competency Builders:

18.8.2.1 Analyze the effects of change
18.8.2.2 Identify reasons why goals change
18.8.2.3 Describe the importance of flexibility when reevaluating goals
18.8.2.4 Evaluate the need for continuing education/training

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Unit 18: Employability Skills
Subunit 18.9: Economic Education

Competency 18.9.1: Analyze global enterprise system

Competency Builders:

18.9.1.1 Identify characteristics of various enterprise systems
18.9.1.2 Examine the relationship between competition, risk, and profit
18.9.1.3 Illustrate how supply and demand influence price

Competency 18.9.2: Evaluate personal money management

Competency Builders:

18.9.2.1 Describe the need for personal management records
18.9.2.2 Identify methods of taxation
18.9.2.3 Analyze how credit affects financial security
18.9.2.4 Compare types and methods of investments
18.9.2.5 Prepare a personal budget
18.9.2.6 Be an informed and responsible consumer
18.9.2.7 Analyze the effects of advertising on the consumer

Unit 18: Employability Skills
Subunit 18.10: Balancing Work and Family

Competency 18.10.1: Analyze the effects of family on work

Competency Builders:

18.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
18.10.1.2 Identify present and future family structures and responsibilities
18.10.1.3 Describe personal and family roles
18.10.1.4 Analyze concerns of working parent(s)
18.10.1.5 Examine how family responsibilities can conflict with work
18.10.1.6 Resolve family-related conflicts
18.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

Competency 18.10.2: Analyze the effects of work on family

Competency Builders:

18.10.2.1 Identify responsibilities associated with paid and nonpaid work
18.10.2.2 Compare the advantages and disadvantages of multiple incomes
18.10.2.3 Explain how work can conflict with family responsibilities
18.10.2.4 Explain how work-related stress can affect families
18.10.2.5 Identify family support systems and resources

Unit 18: Employability Skills
Subunit 18.11: Citizenship in the Workplace

Competency 18.11.1: Exercise the rights and responsibilities of citizenship in the workplace

Competency Builders:

18.11.1.1 Identify the basic rights and responsibilities of citizenship
18.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

Competency 18.11.2: Cooperate with others in the workplace

Competency Builders:

18.11.2.1 Identify situations in which compromise is necessary
18.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
18.11.2.3 Demonstrate initiative to facilitate cooperation
18.11.2.4 Give and receive constructive criticism to enhance cooperation

Unit 18: Employability Skills
Subunit 18.12: Leadership

Competency 18.12.1: Evaluate leadership styles appropriate for the workplace

Competency Builders:

18.12.1.1 Identify characteristics of effective leaders
18.12.1.2 Compare leadership styles
18.12.1.3 Demonstrate effective delegation skills
18.12.1.4 Identify opportunities to lead in the workplace

Competency 18.12.2: Demonstrate effective teamwork skills

Competency Builders:

18.12.2.1 Identify the responsibilities of a valuable group member
18.12.2.2 Exhibit open-mindedness
18.12.2.3 Identify methods of involving each member of a team
18.12.2.4 Contribute to the efficiency and success of a group
18.12.2.5 Determine ways to motivate others

Competency 18.12.3: Utilize effective communication skills

Competency Builders:

18.12.3.1 Identify the importance of listening
18.12.3.2 Demonstrate assertive communication
18.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
18.12.3.4 Analyze written material
18.12.3.5 Prepare written material
18.12.3.6 Give and receive feedback
18.12.3.7 Articulate thoughts
18.12.3.8 Use appropriate language

Unit 18: Employability Skills

Subunit 18.13: Entrepreneurship

Competency 18.13.1: Evaluate the role of small business in the economy

Competency Builders:

18.13.1.1 Identify the benefits of small business to a community
18.13.1.2 Analyze opportunities for small business in a community

Competency 18.13.2: Examine considerations of starting a business

Competency Builders:

18.13.2.1 Research a business idea
18.13.2.2 Compare various ways to become a small business owner
18.13.2.3 Investigate factors to consider in financing a new business
18.13.2.4 Evaluate entrepreneurship as a career option

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Vocational Instructional Materials Laboratory
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210-1090